

# MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

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<b>Policy Subject: Material Safety Data Sheets</b>	
<b>Policy Number: STP 08</b>	<b>Standards/Statutes: ARM 37.27.121</b>
<b>Effective Date: 01/01/02</b>	<b>Page 1 of 2</b>

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**PURPOSE:** To assure Material Safety Data Sheets (MSDS) are readily available for use if an accidental injury or ingestion of a chemical occurs.

**POLICY:** Following OSHA Standards Material Safety Data Sheets will be obtained and updated as necessary for all chemical products used in this facility. A central file of all MSDS sheets will be maintained of current inventory MSDS sheets.

**PROCEDURE:**

- I. Material Safety Data Sheets are available to all employees. Locations of the MSDS binders are:
- II. First floor communication center.
- III. Second and third floor nursing stations.
- IV. Logs are divided into individual areas on each floor. Behind each individual area divider is an OSHA Hazardous Chemical Substance List for that particular area. Required MSDS sheets follow.
- V. Employees are instructed not to bring cleaning agents or other potential hazardous chemicals into the facility.
- VI. The staff custodian will be responsible to notify the infection control nurse of any new products and/or chemicals being used in the facility. Approval of the product will be at the discretion of the infection control nurse and MSDS sheets will be obtained and made available.

- VII. Before ordering chemicals that have not been previously used at this facility the product and chemical makeup of the product will be approved of by the infection control nurse.
- VIII. A clear photocopy of the original label taped to another container will meet OSHA requirements for labeling.
- IX. Use only containers that have labels on them.
- X. Each employee should know the location of MSDS binders and what information is supplied on MSDS because they contain important safety and health information about the chemical.
- XI. MSDS's take precedence over all product container labels, original and non-original.
- XII. OSHA requires that all containers holding hazardous chemicals that are away from the original container be labeled.

**Revisions**

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